

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4112 **TITLE:** POLICE LIEUTENANT

GRADE: O-26

DEFINITION:

Serves as assistant commander in a district station or major division (e.g., Organized Crime, Major Crimes) within the Police Department; serves as duty officer during the day on weekends or as a rotational assignment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE WORK:

The Police Second Lieutenant, Police Lieutenant, and Police Captain classes differ in terms of their span of control and degree of accountability. Police Second Lieutenants manage and are fully accountable for a section within a major division or a squad within a district station. Police Lieutenants serve as second-in-command in a district station or major division. Police Captains manage and are fully accountable for a district station or major division.

ILLUSTRATIVE DUTIES:

Assists in planning, coordinating, and administering the operations of a major division or district station within the Police Department;
Reviews criminal investigation reports;
Assists in directing, training, and supervising the work of subordinate employees assigned to a district station or major division;
Ensures proper coverage of all patrol areas in a district station through maximum utilization of personnel;
Assumes command at the scene of serious crimes or major incidents in the absence of the district station commander or division commander;
Informs squad or section supervisors of outstanding complaints and problems;
May conduct internal and special investigations;
Meets with and addresses a variety of public interest groups;
Prepares a variety of correspondence for signature of superiors;
Serves as a duty officer as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of police administration;
Knowledge of criminal laws;
Knowledge of investigation and crime prevention methods;
Knowledge of the rules of evidence and the laws governing the custody of persons;
Knowledge of traffic enforcement and education;

Ability to deploy personnel effectively, direct them in their work, and advise them on technical police problems;

Ability to analyze law enforcement problems and to adopt an effective course of action;

Ability to prepare accurate and comprehensive reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; PLUS

One year of experience as a Fairfax County Police Second Lieutenant.

Must be currently serving as a Fairfax County Police Second Lieutenant to be eligible for examination for this rank.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License;

Certification as a Law Enforcement Officer by the Virginia Department of Criminal Justice Services;

Certification in the Virginia Crime Information Network (VCIN);

Certification in firearms proficiency.

NECESSARY SPECIAL REQUIREMENTS:

Must be a citizen of the United States;

Must have successfully completed a criminal background investigation, a polygraph examination, a psychological examination, and a physical ability test prior to appointment;

Must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case-basis);

Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;

Must be of good character and reputation.

REVISED: October 1, 1999

REVISED: January 19, 1990

REVISED: February 27, 1984